



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

DIVISION OF FAMILY HEALTH SERVICES

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www.nj.gov/health

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

MARY E. O'DOWD, M.P.H.
Commissioner

July 29, 2011

**Subject: Annual Vendor Training for Contract Period
October 1, 2009-September 30, 2012 FFY 2011**

Dear Vendor Representative:

Federal regulations require all authorized WIC vendors to receive annual vendor training(s) and one interactive training during a contract period. Examples of annual vendor training include training videos, newsletters and instructions on the purpose of the program, authorized food list, minimum stock and policies. An Interactive training includes on-site cashier training, off-site classroom-style train-the-trainer or manager training. The enclosed materials meet the requirements of an Annual Vendor Training.

In addition, Federal Public Law 108-265 requires the New Jersey WIC Program to maintain a list of state licensed infant formula wholesalers, distributors, and retailers and provide this list to each vendor to use when purchasing formula.

The New Jersey WIC program is requesting each vendor to provide the State Office with the name(s) and address (es) of each wholesaler, distributor, and/or retailer where you purchase your WIC authorized infant formula.

Review, complete, sign and return the two forms below to the State office no later than September 2, 2011:

- Annual Vendor Training Agenda Form
- Designation of Infant Formula Manufacturer, Retailer, Wholesaler and Distributor Form

In order to continue accepting WIC checks, you must submit the information requested to the State office by the designated due date.

Thank you for cooperation. Should you have additional questions, contact me at (609) 292-9560.

Sincerely,

Johanna Mason

Johanna Mason
Public Health Representative
New Jersey WIC Services

Enclosures